

FORENSIC SCIENCE TECHNICIAN III

POSITION SUMMARY: Performs detailed and technical identification work required to ensure the proper collection and preservation of evidence. This position is responsible for fingerprinting, photography, computer mapping and graphics, crime scene search and documentation, preservation of evidence, processing of prisoners, preparing court exhibits, records and reports, use of specialized equipment, and performing related work as required. This position may be responsible for acting as a lead person and trainer in the Forensic Science Unit. This position requires either additional certification in specialties or comparable experience that meets the current needs of the Forensic Science Unit. This position is not exclusive to latent print examination and drug analysis specialties but may include any specialty designated by the WYDPS as necessary in meeting departmental/unit goals and objectives.

SUPERVISION RECEIVED: Work is performed under the direct supervision of the Forensic Science Unit Supervisor.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Searches crime scenes to locate physical evidence; gathers and processes evidence.
2. Prepares evidence specimens for analysis; processes and sends evidence to external labs, as necessary.
3. Operates computers and photography, video capture, survey/mapping, various lighting, Automated Fingerprint Identification System (AFIS) and/or video enhancement programs and/or GC/MS, and other types of equipment as required.
4. Operates 3D measurement, imaging, and realization technology to digitally capture, analyze, and describe crime and accident scenes.
5. Photographs suspects, evidence, and crime and accident scenes.
6. Operates a mobile crime laboratory vehicle.
7. Makes plaster and silicone casting impressions for laboratory examination and court presentation using proper methods for preserving and storing evidence.
8. Takes computerized and/or inked fingerprint and palmprint impressions of employees, victims, and suspects as required.
9. Performs presumptive (field) tests of suspected narcotics.
10. Maintains the chain of custody for physical evidence. Receives catalogs, labels, and packages evidence and property and places evidence in secure storage and makes final disposition of property.
11. Prepares information for records and reports including documentation of activities.
12. Provides expert testimony in court with respect to crime scenes, evidence collection, custody of evidence, and certified specialties.

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13. Maintains inventory of equipment and supplies for the division.
14. May be responsible for acting as a lead person and trainer in the Forensic Science Unit.
15. Employees working in this classification will be assigned to a specialty. Duties will be assigned at the discretion of the Forensic Science Unit Supervisor or Sergeant responsible for the division.

If assigned as a latent print examiner:

- Evaluates and performs comparative analysis of latent finger and palm ridge structure with known inked impressions for identification purposes, keeps precise records, and develops sound conclusions.
- Maintains approval from the State of Michigan AFIS Policy Council as an AFIS Latent Print Examiner.
- Prepares latent prints for entry into AFIS and Integrated Automated Fingerprint Identification System (IAFIS).
- Verifies AFIS/IAFIS search queries.
- Maintains minimum quality assurance standards recommended by current governing/certification body for the Forensic Science Unit.

If assigned as a drug analyst/toxicologist:

- Analyzes evidence for the presence of controlled substances or alcohol using established procedures and guidelines, keeps precise records, and develops sound scientific conclusions.
- Maintains proficiency with the equipment utilized in the Drug/Toxicology lab as well as performing basic maintenance and calibration of instrumentation.
- Maintains known drug standards.
- Maintains minimum quality assurance standards recommended by current governing/certification body for the Forensic Science Unit.

16. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in forensic science or related field
- B. Four years of experience as a forensic technician or crime scene investigator, with responsible work experience in the fields of forensic sciences, fingerprinting, and photography. Minimum of two years' experience as a latent print examiner, drug analyst, or other designated specialty.
- C. Maintains minimum quality assurance standards recommended by the current governing/certification body for the Forensic Science Unit.
- D. Maintains knowledge in the current research and development involved in specialty

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area.

- E. Proficiency in all aspects of the essential job functions of the Forensic Science Technician II position.
- F. Proven knowledge of modern approved principles, practices, and procedures of identification work and the geography of the City.
- G. Possesses and demonstrates good powers of observation.
- H. Communicates effectively and presents ideas orally and in writing for varied audiences.
- I. Demonstrates skill in the use of office and forensic equipment and technology, including computers, software, photography equipment, video capture equipment, survey/mapping equipment, electronic field devices, and other equipment as required.
- J. Ability to produce and present accurate records and reports.
- K. Ability to work in both a team environment and an environment with minimal supervision. Possesses self-supervising attributes and a positive, congenial attitude.
- L. Ability to follow established procedures and complex instructions.
- M. Demonstrates the ability to work effectively within deadlines, under stress, and with changing work priorities.
- N. Has established effective working relationships using tact, good judgment, and resourcefulness when working with staff, volunteer workers, community and other governmental agencies, businesses, and the public.
- O. Ability to maintain confidentiality on police investigations and evidentiary matters.
- P. Ability to understand, apply, and utilize appropriate protective equipment and safety protocols and department specific safety procedures. This includes chemical safety, traffic safety, electrical safety, and any other hazard.
- Q. An employee who is appointed to this position must maintain the licenses and certifications required for this classification.
- R. Ability to work any or all shifts and schedules as necessary, including call-in/stand-by duty, to provide proper coverage for all incidents.
- S. Ability to travel to various locations both in and out of state to receive additional training as necessary.
- T. Possession of a valid, unrestricted Michigan motor vehicle operator's permit.
- U. This position is a non-sworn, civilian classification. Employees in this classification have no arrest powers.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without*

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reasonable accommodation.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to communicate with others and view and produce written documents. While performing the duties of this job, the employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. This position requires the employee to frequently work in the field; the employee must be able to traverse a variety of terrain, including stairs, ladders, and uneven ground. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequently required.

While performing the duties of this job, the employee regularly works both in the field and in a business office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very strenuous and may involve working with bio-hazardous and/or hazardous materials and require the donning of appropriate protective gear including respirators. The employee may be exposed to graphic scenes and uncontrollable environments and circumstances, which may include working in confined spaces, at various heights and in all types of weather conditions. The employee is required to drive in inclement weather.

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